7.10 ADDITIONAL EMPLOYMENT

Overview

The procedures described in this section are for an employee who begins a new appointment while still working under the current appointment.

Prior to initiating any of the following additional employment actions, reference the appropriate academic or staff personnel program policies or related Labor Contracts.

Policy Summary

For Academic employees, an additional appointment would need to be initiated in the following situations:

1. addition of a "without salary" professorial appointment in a department other than the home department

2. additional research/lecturer appointment (if the primary appointment is less than 100%)

For Academic employees teaching in UNEX, see AHR Training Materials: *AHR-PPS Policies and Procedures, Additional Compensation*.

Before You Start

Obtain required approval to perform the payroll/personnel action.

Have the employee complete the required form, if applicable:

1. Benefits Eligibility Level Indicator (BELI) form (UPAY 726).

2. *Note: The Adult/Child Abuse forms are required for certain department positions. Contact Academic or Staff Human Resources respectively for information. These forms are to be retained in the department or dean's office.*

Prepare information for on-line entry.

Data Entry

Enter the data for the additional employment via the ADDL bundle. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel-Miscellaneous)

EADD (Employee Address)

EPD1 (Employee Data 1)

Accessing ADDL

1. Log on to the Payroll/Personnel System.

2. At the Next Func field, type **EEDB** and press **Enter**.

3. Type **BUND** and press **Enter**.

4. Type **ADDL** and the **employee ID number**, then press **Enter**.

The Appointments/Distributions (EAPP) function displays the current employee data.

Completing the EAPP Function

THE EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

```
┌─────────────────────────────────────────────────────────┐
│ ▭        TN3270 - uccmvsb to host uccmvsb.ucop.edu   ▼ ▲  │
│ Session  Edit  Commands  Settings  Help                   │
│ PPEAPP0-E0943          SCT EDB Entry/Update    10/16/95 16:42:00 │
│ 10/12/95 10:38:25   Appointments/Distributions   Userid: SCACPLJW │
│ ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO │
│       PAF Gen No: ___6                            Pg 04 of 05 │
│ Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin Appt End Dur Dept │
│  30    13       A  5  09     09      070199   073199  _  001402 │
│ Title                    Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv │
│ 3225 ASST RES -- 9-MOS 1/9 PYMT   _  1.00  U  44000.00  A  MA   A   N │
│                                                            │
│ Dist Actions L Acct  CC  Fund  PC    S              FTE   Dis % │
│  31         7 442607 ___ 23161 _____ 0 HUM/HIST/NEH/BURKE ____ 1.0000 │
│     Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP │
│     070199    073199   4    _    4888.88      OLN  ___  _   _ │
│                                                            │
│ Dist Actions L Acct  CC  Fund  PC    S              FTE   Dis % │
│ ___  _____  _ _____ ___ _____ _____ _ _____ ____ _____ │
│     Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP │
│     _____   _____   _    _    _____      ___  ___  _   _ │
│                                                            │
│ Next Func: ____  ID: _____ Name: _____ SSN: _____ │
│ U0001  Input accepted                                      │
│ ===>                                                        │
│  F: 1-Help    2-Cancel          4-Print    5-Update        │
│  F: 7-Backward 8-Forward  9-Jump                           │
│                                        IBM-3278-2-E 16:36:38 │
└─────────────────────────────────────────────────────────┘
```

Notes and Tips

- When processing additional employment, in addition to the current appointment and distribution, always set up a new appointment and distribution. Refer to *Section 1.11, Appointments and Distributions* for more information.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use **F8 Forward** or **F7 Backward** to scroll through the pages.

- Always enter a decimal point in the percentage and rate fields. The decimal point on the keypad may not work.

- Do not enter commas or dollar signs in the rate fields.

Appointment Level Procedure

1. Press the **F9 Jump** key to go to the Next Func field and then use the **F15 New Line** key to go to the command line.

2. At the command line type **"add a"** to set up the next available appointment.

3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter 13 for Additional Employment. A code indicating the personnel action affecting the associated appointment.
PGM	A system derived code identifying the personnel program under which the appointment is held.
Typ	Enter 5 (academic). A code indicating the appointment type associated with the appointment.
Bas	A code indicating the number of months in a year the employee will work. Pressing F1 displays valid codes.
Pd Ovr	A code indicating the number of months in the year over which the salary for the appointment will be paid. Pressing F1 displays valid codes.
Appt Begin	Date on which the employee's appointment is effective, in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in the format: MMDDYY. If the appointment is indefinite or tenured, enter 999999.
Dur	Leave blank.
Dept	A system derived code indicating the department or other administrative unit associated with the appointment.

Title	A code indicating the position or classification title for this appointment. Pressing F1 displays the codes.
Grade	For academics, leave blank.
% Full	The percentage of time the employee is expected to work in the appointment. Enter full time as 1.00.
F/V	A code indicating if the time the employee will work in the appointment is fixed or variable.
Ann/Hr Rate	The annual salary or hourly rate associated with the appointment.
Rt	A code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B).
Sch	A code indicating the pay schedule on which the appointment is paid, either MO (monthly current) or MA (monthly arrears).
Time	A code indicating the method for reporting time worked. Valid codes are: T for exception, A for positive, W if without salary.
Lv	A code indicating the rate at which vacation and sick leave will be accrued.

Distribution Level Procedure

1. Use the **F9 Jump** to go to the command line.
2. At the command line type **"add d"** to set up the first available distribution.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Code indicating the personnel action which affected the associated distribution. No entry is required for additional employment.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0, 1 or 2 as applicable.
FTE	The percentage of the budgeted position which the distribution represents, if applicable. Full time is represented by 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/ fund. Full-time is represented as 1.0000.
Pay Beg	Date on which the pay is expected to be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/ fund, in the format: MMDDYY.
Step	The step within the salary range associated with the title code. This is a one-digit field for academics.

O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly or by agreement amount associated with the distribution.
DOS	Code indicating the type of additional compensation associated with the distribution. Press F1 Help to see valid codes.
PRQ	Code indicating the type of perquisite.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes excluding range adjustments.
WSP	Not used for academics.

4. Press **Enter** to invoke range/value edits.

5. Press **F11 Next Func** to continue to the next function.

Completing the EPER Function

THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

```
TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session  Edit  Commands   Settings   Help
PPEPER0-E0943            SCT EDB Entry/Update           10/17/95 11:16:31
10/11/95 11:42:40         Personnel-Miscellaneous         Userid:  SCACPLJW
ID: 300000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 300-00-0900 Pri Pay: MO

Assigned BELI: 1 Derived BELI : 1        Effective Date: 070195
BELI Status Qualifiers:  Primary: __ Date: _____   Secondary: __ Date: _____
Date of Hire            : 070195   Original Hire Date: _____
Employee Relations Code    : E       Employee Relations Unit: A7
Probationary Period End Date  : _____
Next Salary Review Date    : ____   Next Salary Review Type: _
Merit Rate Increase Percent  :
Home Department           : 000900 TRAINING ON-LINE UPDATE
Primary Title Code        : 1300   ASSISTANT PROFESSOR - 9-MONTHS
Employee Unit Code        : A7     Employee Representation Code   : C
Employee Special Handling Code: _      Employee Distribution Unit Code: _
Job Group ID              : DD
Alternate Department Code   : _____
Academic Programmatic Unit Cd : _____

Next Func: ____ ID: _____  Name: _____   SSN: _____

===>  _____
 F:  1-Help              3-PrevMenu  4-Print    5-Update
 F:                      9-Jump                  12-Exit
                                              IBM-3278-2-E  11:11:23
```

The EPER Procedure

1. Enter data in the following fields, as applicable:

Assigned BELI	Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press F1 Help to see valid codes.
Derived BELI	System-derived BELI code based on data entered previously. Normally the same as the assigned BELI code.
Effective Date	Date the employee becomes eligible for the health benefits indicated by the BELI code.
Alternate Dept Code	Code indicating an alternate department that may update the employee's personnel record. Press F1 Help to see valid codes.

2. Press **Enter** to invoke range/value edits.

3. Press **F11 Next Func** to continue to the next function.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

```
uccmvsb.ucop.eduuccmvsb.ucop.edu - TN3270/TN5250 Connection        _ □ ×
Session  Edit  View  Commands  Script  Help

PPEADD0-E1302              SCT EDB Entry/Update          ADDL 11/15/00 12:27:45
10/26/00 14:22:07          Employee Address Data             Userid:  SCPPSJL
ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO

   Permanent Address Line 1: 33480 21ST STREET_____
                    Line 2: _____
                      City: SANTA CRUZ_____ State: CA Zip: 95061
   Foreign Addr Ind: _ Prov: _____ Country: __
        Postal Code: _____
   Home Phone: 4084299640       Spouse Name: _____
   Campus Release Codes - Perm Address: _  Home Phone: _  Spouse Name: _
   Employee Organization Disclosures - Perm Address: _   Home Phone: _

   Campus Address Line 1: _____
                  Line 2: _____
                    City: _____ State: __ Zip: _____
   Campus Phone 1: _____       Phone 2: _____
   Campus Room: 000462 Building: _____

   Next Func: ____  ID: _____  Name: _____  SSN: _____

   ===> _____
    F:  1-Help              3-PrevMenu  4-Print    5-Update
    F:                      9-Jump      10-PrevFunc 11-NextFunc 12-Exit
                                                        Line 24  Column  28
IBM-3278-2-E   LU = L10TAAAF                             NUM
```

EADD Procedure

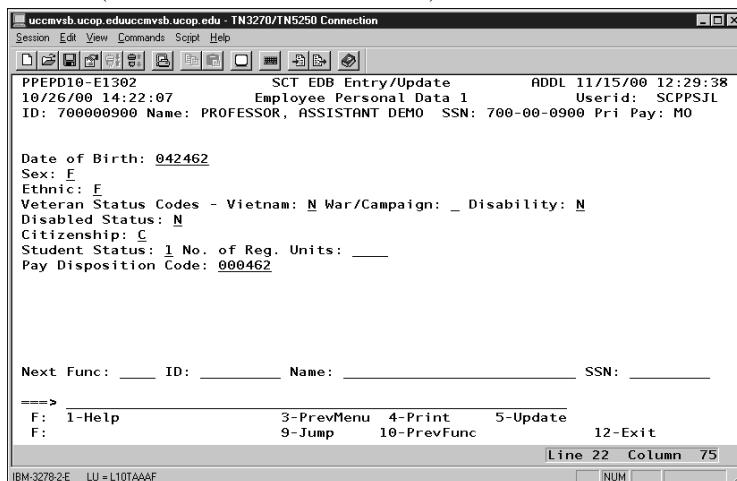1. Review fields for data accuracy and make any changes needed:

Permanent Address	**Line 1:** First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters. **Line 2:** Automatic continuation of address Line 1, if the Line 1 runs over. Maximum 30 characters.

Permanent Address	**City:** City portion of the address. United States and foreign addresses. Maximum 21 characters. **State:** State portion of the address. United States addresses only. **Zip:** Zip code associated with the address. United States addresses only.
Foreign Address	**Ind:** Enter F if this is a foreign address. **Prov:** Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters. **Cntry:** Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes. **Postal Code:** Foreign addresses only. Postal code associated with the address, if applicable.
Campus Phone(s)	Telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.

3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

```
uccmvsb.ucop.eduuccmvsb.ucop.edu - TN3270/TN5250 Connection          [_][□][X]
Session  Edit  View  Commands  Script  Help
 □□□□□□□  □  □□□  □  □  □□  ◈
 PPEPD10-E1302           SCT EDB Entry/Update      ADDL 11/15/00 12:29:38
 10/26/00 14:22:07      Employee Personal Data 1        Userid:   SCPPSJL
 ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO


 Date of Birth: 042462
 Sex: F
 Ethnic: F
 Veteran Status Codes - Vietnam: N War/Campaign: _ Disability: N
 Disabled Status: N
 Citizenship: C
 Student Status: 1 No. of Reg. Units: ____
 Pay Disposition Code: 000462




 Next Func: ____  ID: _____  Name: _____  SSN: _____

 ===> _____
  F:  1-Help           3-PrevMenu  4-Print    5-Update
  F:                   9-Jump      10-PrevFunc            12-Exit
                                                   Line 22  Column  75
 IBM-3278-2-E   LU = L10TAAAF                          NUM
```

EPD1 Procedure

1. Review fields for data accuracy and make any changes needed:

Pay Disposition Code	Enter Mail Code (See *Appendix J, Mail Codes*) Used to deliver checks and surepay stubs.

2. Press **Enter** to invoke range/value edits.

3. This is the last function in the ADDL bundle. Proceed to *Review.*

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the bundle.

1. Make sure you have completed all the required data elements in the bundle and

2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.

- **F3 Return** to the bundle and navigate to the appropriate function, make any corrections, then do one of the following:

    - Press **F5 Update** to invoke PAN.

    - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.

2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.

4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.

2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.

- Retain the data collection document in the Service Center employee file.